



**HEADQUARTERS  
CIVIL AIR PATROL NEW YORK WING  
UNITED STATES AIR FORCE AUXILIARY**  
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**NEW YORK WING POLICY LETTER 03-03**

**1 JUNE 2003**

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**NEW YORK WING ANNUAL ADMINISTRATIVE REQUIREMENTS**

The purpose of this Policy Letter is to provide guidance for required documentation needed at the Wing Headquarters. This Policy Letter does not address required reports covered in other CAP Regulations or Wing Policy Letters or Supplements, such as: Safety, Monthly Aircraft, Public Affairs reports, etc. Guidance for preparing these materials can be found in the CAP Regulations or from the Wing Staff Office of Primary Responsibility (OPR) as indicated.

By 30JAN of each year, each **Group** will submit the following as a **complete package** to the Director of Administration (NY Wg/DA) as indicated. Documentation should all be dated 1JAN for the starting year, with subsequent changes dated accordingly.

- |   |             |         |
|---|-------------|---------|
| • Group - Alert List – 4 Copies                                 | OPR: DOS    | (1,2)   |
| • Group - Cadet Orientation Pilot / AFROTC Letter – 1 Copy      | OPR: DO/DOV | (1,2)   |
| • Group - CAPF 53 “Signature Verification Card” – 1 Copy        | OPR: ETP    | (1,2,3) |
| • Group - Flight Release Officer Letter – 1 Copy                | OPR: DO     | (1,2)   |
| • Group - Personnel Authorization – 4 Copies                    | OPR: DA     | (1)     |
| • Each Squadron - CAP 53 “Signature Verification Card” – 1 Copy | OPR: ETP    | (1,2,3) |
| • Each Squadron - Personnel Authorization – 2 Copies            | OPR: DA     | (1)     |

**Note 1:** Anytime a Change of Command takes place, a new document must be issued.

**Note 2:** Anytime a person is to be added or deleted, a new document must be issued.

**Note 3:** An updated CAPF 53 should also be forwarded to National Headquarters.

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**DALE RENEE HUMPHRIES, First Lieutenant, CAP**  
**Director of Administration**

<<< Signed >>>

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**AUSTYN W. GRANVILLE, JR., Colonel, CAP**  
**Commander**



Distribution: 2 NER, 1 ea. Group, 1 ea. Squadron

**OPR: DA**